



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 7, 2023
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA



[Click here to view State Civil Service Commission video archives](#)

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:20 a.m. on Wednesday, June 7, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Craig Netterville and Codi Neyland. Commissioners John McLure and Jo Ann Nixon were absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.
-

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) Consideration of the **Minutes** of the Commission meeting held May 3, 2023. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Louisiana State Civil Service - Comprehensive Public Training Program (CPTP)** to recognize and extend congratulations to the newest recipients of the Professional Trainer Certificate. (Dana LeBherz, Ed.D., Director of Learning, Performance, and Culture, to present.) **The Professional Trainer Certificate is a program designed for state employees who have training duties as part of their job. The nine-month program is competency-based, with demonstration of competence required for completion. The program includes 13 courses both live and web-based.**

Dr. Dana LeBherz, Division Administrator, recognized the following recipients of the Professional Trainer Certificate:

- Britiny Brooks, Department of Children and Family Services
- Monica Clark, Division of Administration-Office of State Procurement
- Claire Dixon, Department of Transportation and Development-Louisiana Transportation Research Center
- Tara Gallope, Louisiana State Civil Service
- Rene Gills, Department of Children and Family Services-Disability Determination Services
- Sharon Lachney, Teachers' Retirement System of Louisiana
- Heather Landry, Teachers' Retirement System of Louisiana
- Leon Spears, Louisiana Department of Health-Office of Public Health
- Jennifer Taylor, Louisiana Department of Health-Office of Public Health

- Amber White, Division of Administration-Office of State Procurement
- Reed Williams, Louisiana State Civil Service
- Earnest Wilson, Louisiana State University Health-Shreveport

- 3) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Kirk Templeton** by the Department of Public Safety and Corrections—Corrections Services. **The item was withdrawn.**
- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. Details contained in General Circular Number 2023-030.
 - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor’s approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibit C and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B.

- 5) **Public Hearing** to consider proposed changes to Civil Service Rules Chapter 11—Hours of Work, Annual, Sick and Other Forms of Leave (Proposed Adoption of Parental Leave). Details contained in General Circular Number 2023-029.
 - Public Comments

Director Decoteau and Sherri Gregoire, General Counsel, presented the proposed rules to the Commission, as published in General Circular Number 2023-029, as well as proposed amendments. A discussion with the Commissioners followed the presentation. Director Decoteau shared with the Commissioners the public comments received regarding the proposal. Commissioner of Administration Jay Dardenne provided public comments in support of the proposal.

After discussion on the proposal, amendments and public comments, the Commission provided their overall support of the concept and asked the Director to review the comments and suggestions and bring back the proposal for consideration at the September 6, 2023, Commission meeting.

- 6) Request of the **Southeast Louisiana Flood Protection Authority-East** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 7, 2023. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Children and Family Services (DCFS)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Resident Worker positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective June 9, 2023 through June 8, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 7, 2023.**
- 8) Request of the **Louisiana Department of Health (LDH)—Office of Behavioral Health (OBH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Program Assistant positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective July 1, 2023 through June 30, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 7, 2023.**

- 9) Request of the **Department of Children and Family Services** to exempt from the classified service one (1) Director of Medical Services, in accordance with State Civil Service Rule 4.1(d)2, effective June 7, 2023 through June 6, 2027. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Education** to extend the authority to exempt from the classified service five positions in accordance with State Civil Service Rule 4.1(d)2, effective June 7, 2023 through November 5, 2025. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health, Office of the Secretary**, to extend authority to exempt from the classified service one (1) Director of Emergency Services position, in accordance with State Civil Service Rule 4.1(d)2, effective July 15, 2023 through July 14, 2027. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Secretary of State, Department of State**, for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to reappoint incumbents who previously exceeded the 1,245 hours in a 12-month period and to allow all incumbents appointed to the classified WAE Elections Machine Mechanic to work up to 2,080 hours in a 12-month appointment period, effective July 1, 2023 through June 30, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 7, 2023.**
- 13) Request of the **Fletcher Technical Community College** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 7, 2023. **The Commission unanimously granted the request.**
- 14) Request of the **Mental Health Advocacy Service** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 7, 2023. **The Commission unanimously granted the request.**
- 15) Request of the **Thibodaux Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 7, 2023. **The Commission unanimously granted the request.**
- 16) Request of **Grambling State University** to establish a Premium Pay policy for Police Officer job titles in accordance with State Civil Service Rule 6.16(a), effective June 7, 2023. **The Commission unanimously granted the request.**
- 17) WITHDRAWN
- 18) Request of the **Department of Culture, Recreation and Tourism** to establish a Special Entrance policy for Budget Analyst job titles in accordance with State Civil Service Rule 6.5(b), effective July 1, 2023. **The Commission unanimously granted the request.**
- 19) Request of the **Department of Transportation and Development** to establish a Special Entrance Rate policy for DOTD Enforcement job titles in accordance with State Civil Service Rule 6.5(b), effective June 7, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Transportation and Development** to establish a Special Entrance Rate policy for Surveyor job titles in accordance with State Civil Service Rule 6.5(b), effective June 7, 2023. **The Commission unanimously granted the request.**

The Commission unanimously granted items #21, 22, 23 and 24 en globo.

- 21) Request of **Department of Public Safety and Corrections, Corrections Services**, to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 1, 2023 through December 31, 2023.

- 22) Request of **Department of Public Safety and Corrections, Corrections Services**, to amend an Overtime policy to compensate all Department of Public Safety and Corrections, Corrections Services' non-exempt and exempt employees temporarily assigned to and working at an Office of Juvenile Justice secure-care facility at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective July 1, 2023 through December 31, 2023.
- 23) Request of the **Office of Juvenile Justice** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 1, 2023 through December 31, 2023.
- 24) Request of the **Office of Juvenile Justice** to amend an Overtime policy to compensate all Office of Juvenile Justice's non-exempt and exempt employees customarily or temporarily assigned to and working at an Office of Juvenile Justice secure-care facility, including the Bridge City Center for Youth—West Feliciana, at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective July 1, 2023 through December 31, 2023.
- 25) Request of **State Civil Service** to amend a Premium Pay policy for Human Resource Consultant and Human Resource Analyst job titles in accordance with State Civil Service Rule 6.16(a), effective June 7, 2023. **The Commission unanimously granted the request.**
- 26) Request of **State Civil Service** to establish a Special Entrance Rate policy for various job titles in accordance with State Civil Service Rule 6.5(b), effective June 7, 2023. **The Commission unanimously granted the request.**
- 27) Compliance Audit Quarterly Report Presentation
- Louisiana Special School District
 - Southern University-New Orleans
 - Louisiana Educational Television Authority
 - Central Louisiana State Hospital
 - Department of Culture, Recreation and Tourism
 - Division of Administration
 - Eastern Louisiana Mental Health System
 - Louisiana State Board of Nursing
 - Louisiana Department of Treasury
 - Florida Parishes Human Services Authority
 - Louisiana Motor Vehicle Commission
- Melinda Robert presented the Compliance Audit Quarterly Report to the Commission.**
- 28) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission ratified the Director's approval of five Special Entrance Rates between the period of April 20, 2023 through May 18, 2023.**
- 29) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, for all hours worked, approved under the Director's delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**
- 30) Request of the **Department of State Civil Service** for consideration to rescind the amendments to Chapter 18 (Transition Rules), previously adopted during the May 3, 2023, Commission meeting. The specific rules to be rescinded are as follows: 18.6, 18.7, 18.8, 18.9 and 18.10 Details contained in General Circular Number 2023-033. **The Commission unanimously granted the request.**

- Director's Report
 - Louisiana State Civil Service has been awarded the 2023 NASPE Advancing the Human Resources Profession Award for the "SCS Human Resources Foundation" course developed by the Comprehensive Public Training Program.
 - The Director indicated that he is aiming to remove pre-employment testing requirements for jobs currently assigned to the Professional Level Exam (8100) and the Office Support Exam (8500), effective January 1, 2024. The department will continue to look for efficiencies regarding the remaining tests.
 - The department will promulgate rules to consider a proposed amendment to State Civil Service Rule 22.8 for the July 6, 2023, Commission meeting. The proposed amendment to Rule 22.8 adds a test exemption to allow an applicant to be appointed by probational appointment or job appointment to a position requiring the Protective Services Exam without a test score if the applicant has a Peace Officer Standards and Training (POST) certification and meets the minimum qualifications for the position.
 - Changes to the pay plan for the AS, MS, SS and WS pay schedules are effective July 1, 2023. Details can be found in [General Circular Number 2022-058](#).
 - The Director will issue a moratorium for job assessments, effective July 1, 2023.
 - Director Decoteau provided an update on bills the department is monitoring in the [2023 Regular Legislative Session](#):
 - House Bill 563
 - House Bill 105
 - Senate Bill 37
 - Senate Bill 222
 - House Bill 366
 - Senate Bill 149
 - House Bill 283
 - Senate Bill 148
 - HSR 1
 - HSR 2
 - Supplemental pay legislation

Vice Chairman Hughes requested to add to the agenda an item to consider a motion to add to the agenda an item of discussion of consideration and action related to legislation regarding supplemental pay. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request, which became item #31 on the agenda.

31) Discussion of consideration and action related to legislation regarding supplemental pay. A discussion was had and no action taken.

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.)
On motion duly made, seconded, and unanimously passed, the commission agreed to recess for executive session at 12:05 p.m. to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters.

The Commission reconvened from Executive Session at 12:13 p.m.

On motion duly made, seconded, and unanimously passed, the commission agreed to adjourn for executive session to consider review of Civil Service Appeals and Personnel Matters.

There being no further business, the meeting adjourned at 12:13 p.m. on June 7, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman